

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Student Counselor

Class Code: 51822

A. Purpose:

Counsels, tests and evaluates students or refers college or university students to appropriate medical and psychological experts to guide students in personal choices.

B. Distinguishing Feature:

The Student Counselor provides information and counseling to college or university students to help them make personal decisions and to guide them toward a more productive life.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Administers and interprets psychological and educational tests to determine the needs of students.
2. Counsels students on a wide variety of personal topics to provide information and to help students reach decisions.
3. Serves as a member or chairperson of interdisciplinary committees to assure consistency in students counseling, assistance, or educational programs.
4. Determines type of assistance required and refers students to appropriate provider to help students resolve problems.
5. Provides training and resource materials to other staff to help them understand students' problems.
6. Supervises subordinate staff to ensure that the goals and objectives of the program are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses employee problems and recommends discipline.
 - e. Conducts performance reviews and completes performance documents.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to university or college office manager.

E. Challenges and Problems:

Challenged to respond effectively during crisis situations or when clients are undergoing severe mental anxiety.

Typical problems include establishing effective means of communication with clients and staff, gaining trust of clients, balancing case load where several clients need assistance at one time, and helping students develop values and make decisions about sexual activity and contraception or to make necessary arrangements to deal with venereal disease.

F. Decision-making Authority:

Decisions made include to whom a student should be referred for specialized assistance, determining and responding to student crises, selecting and ordering educational material, establishing educational and behavioral plans for students, scheduling in-service training and staff meetings, and selecting or determining proper evaluation instruments.

Decisions referred include establishment or modification of policy, expenditures, negotiating settlements or conflicts between staff members, and the extent of in-depth counseling required for students.

G. Contact with Others:

Daily contact with students to provide counseling or evaluation services, with peers or other staff to discuss programs, with house parents and teachers to discuss or coordinate counseling programs of IEP's, health professionals for consultation.

Weekly contact with parents to discuss client progress.

H. Working Conditions:

Typical office environment within a university or college.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic human physical and psychological needs;
- the principles, practices and techniques of guidance and counseling;
- attitude, problems, and behavior of traditional and non-traditional students in a university or college setting;
- test administration and interpretation;
- programs available to assist students;
- general sociological and psychological factors effecting human behavior.

Ability to:

- document logically, accurately, and concisely all pertinent information and decisions;
- communicate information clearly and concisely;
- relate to and establish rapport with students and counsel them;
- apply college or university policies and procedures for the assigned program;
- maintain composure under stressful conditions or tense situations and de-escalate the situations.